

May 7, 2014

Dear District Administrator,

[Act 59](#) was published on December 11, 2103, which created an appropriation for career and technical education incentive grants. This appropriation incentivizes school districts to support career and technical education (CTE) programming which results in an industry-recognized certification designed to mitigate workforce shortages in industries or occupations identified in consultation with the Department of Workforce Development (DWD) and the Wisconsin Technical College System (WTCS).

Beginning in the 2014-15 school year, the incentive grants will be awarded to school districts in the amount of \$1,000 per pupil for each pupil in the school district who, in the prior school year, obtained a high school diploma or a technical education high school diploma from a school in the school district, *and* completed an approved industry-recognized certification program approved by the Department of Public Instruction (DPI). *If the appropriation in any fiscal year is insufficient to pay the full amount*, DPI will prorate the per pupil amount of payments among school districts eligible for the incentive grants.

Eligibility

- School districts are eligible to apply for these funds.
- Only certifications on the approved 2014 CTE Incentive Grant Certification List are eligible to receive funding for class of 2014 graduates.
- Only pupils who have earned a regular high school diploma or a technical education high school diploma qualify as eligible for the purposes of this appropriation.
- Funding is limited to \$1000 per pupil regardless of the number certifications the student has earned on the approved list.

Certifications

There was much consideration given to the value that employers and businesses attribute to the wide variety of occupational, industry, educational, and training certifications available. DPI staff reviewed a comprehensive list of both national and state certifications. Consideration was given to the type of certifying agency, the certification validity and the rigor of the certification program.

The approved 2014 CTE Incentive Grant Certification List was reviewed by the Wisconsin Department of Workforce Development to confirm appropriateness to mitigate identified workforce shortages. A listing of the workforce shortage areas and 2014 CTE Incentive Grant Certification List is available on the DPI website at http://cte.dpi.wi.gov/cte_technical-incentive-grants

DPI understands that the approved 2014 CTE Incentive Grant Certification List is by no means all inclusive for every potential certification that is offered. CTE programming that provided robust, rigorous, comprehensive training resulting in nationally recognized industry certifications and/or state agency, industry-vetted certifications were determined to meet the intent of the legislation.

Application Process

School districts are eligible to apply for these funds in the following manner for Class of 2014 graduates.

Action Item	Date Due
Determine list of certifications earned by class of 2014 high school graduates	August 31, 2014
Compare certifications earned to the approved 2014 CTE Incentive Grant Certification List <i>NOTE: Certifications MUST be completed by August 31, 2014 to claim funds for this fiscal year.</i>	August 31, 2014
Obtain and store a copy of documentation verifying successful certification completion for each student that will be part of the grant claim. <i>NOTE: DPI will conduct sample audits of documentation confirming successful certification completion.</i>	October 31, 2014
Complete DPI Form (will be available electronically by the end of May) and submit for grant claim	October 31, 2014
Funds distributed by DPI to school districts	April 30, 2015

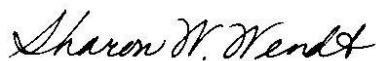
Information about the career and technical education incentive grants including updated information about how to claim the grant funds can be accessed on our web page at:

http://cte.dpi.wi.gov/cte_technical-incentive-grants

DPI plans to convene future business and industry sector groups to review and consider additional certifications for placement on the approved list in the following year.

If you have any questions or concerns, please contact Robin Kroyer-Kubicek at 608-266-2022 or Robin.Kroyer-Kubicek@dpi.wi.gov.

Sincerely,



Sharon W. Wendt
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Division of Academic Excellence
Wisconsin Department of Public Instruction